



DEPARTMENT OF THE ARMY
UNITED STATES ARMY PHYSICAL DISABILITY AGENCY
BUILDING 7 WRAMC
WASHINGTON DC 20307-5001

FEB 28 2005

AHRC-DZB

MEMORANDUM FOR PHYSICAL EVALUATION BOARD PRESIDENTS

SUBJECT: Policy/Guidance Memorandum #6: Medical Records

1. Supersession: This memorandum supersedes USAPDA memorandum, 8 April 2002, subject above. Changes include editorial revisions, updating of the signature block, elimination of reference to PEB as case approval authority; and revision of guidance on forwarding the medical records with requests for continuation (COAD/COAR) or line of duty determinations.
2. Purpose: To address the requirement for and handling of health records.
3. Policy: Per the 1993 direction of the Office of the Surgeon General, health records will accompany Medical Evaluation Boards (MEBs) forwarded to the PEB. The Military Treatment Facility (MTF) may forward a legible copy of the health record in place of the original record.
4. Procedures:
 - a. Care must be taken by the PEB and HQUSAPDA to safeguard and ensure confidentiality of the health record.
 - b. All health records, original or copy of the original, will be returned to the MTF.
 - c. Original health records will be returned to the MTF using certified mail or overnight or express mail. Ordinary mail is sufficient for a copy of the original health record. The records will be addressed to the attention of the Physical Evaluation Board Liaison Officer.
 - d. The PEB will forward the health record with the case file to HQUSAPDA. HQUSAPDA, Operations Division, is responsible for returning the records to the MTF.
 - e. For cases requiring action by the Army Physical Disability Appeal Board (APDAB) or Office of the Assistant Secretary of Defense for Health Affairs (ASD(HA)), HQUSAPDA will forward the health record with the case file. Upon receipt of APDAB's or ASD's completed action, HQUSAPDA, Operations Division, is responsible for returning the records to the MTF.
 - f. HQUSAPDA will withhold the health records when forwarding a case for consideration of a Soldier's request for continuation. The health records will also be withheld when forwarding a case for review of a line of duty determination, unless the health records are pertinent to the issues to be reviewed.

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5. Point of contact: Ms. Frances Dennis, USAPDA Policy Officer, DSN 662-3064 and commercial (202) 782-3064.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "Daniel L. Garvey".

DANIEL L. GARVEY
COL, AV
Deputy Commander

CF:
HQUSAPDA Senior Staff
DASG-HSP (COL Arroyo)
APDAB, ATTN: COL Sutton